



THE CITY OF SAN DIEGO

## HOW TO OBTAIN No-Plan Permits

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153  
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION  
BULLETIN  
**203**  
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This Information Bulletin defines “No-Plan Permits” and the procedures for obtaining a no-plan permit. For clarification or additional information in regard to a specific project visit Development and Permit Information at the Development Services Center, 1222 First Ave., third floor, or call (619) 446-5000.

### I. WHAT IS A “NO-PLAN PERMIT”?

Unless specifically exempted by the City of San Diego Municipal Code, a permit is required for all construction work. If in doubt, consult Information Bulletin 115, “Regulations Covering Permit Exemptions,” or call (619) 446-5000 for information.

Certain permits may be obtained without plans and the formal plan review process. For example, the installation of a water heater does not require building plans.

These “no plan” permits include: plumbing, mechanical and electrical permits; repair in kind permits; roof resheathing; stucco; permits to move; payment of reinspection fees; and final only permits, with appropriate documentation. (“Final only” permits are issued for expired permits where all inspections were passed except final inspection.)

### II. WHERE TO OBTAIN A NO-PLAN PERMIT

#### A. Process a simple no-plan permit on-line (via our secure server)

On-Line permitting is available 24 hours, seven days a week; the permits are processed Monday through Friday.

To order the permits, visit our web site at:

<http://www.sandiego.gov/development-services/industry/simplepermits.shtml>

The project address and a MasterCard or Visa credit card are needed. Contractors will also need to have proof of workers compensation insurance.

You will proceed through several screens which will assist you in providing the complete information required for the permit application. The California Building Code requires that the City collect information on each permit, such as the applicant’s name, contractor and property address.

Owner-builders, such as homeowners doing work on their own homes, can also use the system. Proof of workers compensation insurance is not required for owner-builders.

After you complete the application on-line, you will receive a response e-mail confirming that your credit card has been charged and your request has been submitted. If you wish, you will be able to print a copy of your completed permit application.

### Documents referenced in this Information Bulletin:

- General Application, DS-3032
- PermitFax Credit Card Authorization, DS-3099
- Information Bulletin 115, Regulations Covering Permit Exemptions
- Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- Information Bulletin 501, Fee Schedule, Construction Permits - Structures
- Information Bulletin 120, How to Obtain Project Inspections
- Information Bulletin 117, Regulations Covering Permit Expiration and Extension

If you have further comments or questions, please feel free to call us at (619) 446-5300, or e-mail us at [dsdepermits@sandiego.gov](mailto:dsdepermits@sandiego.gov).

#### B. PermitFax Service

The PermitFax Service lets customers with credit cards obtain no-plan permits using their FAX machine and a Visa or MasterCard (sorry, no other credit cards are accepted). Permits received by FAX before 11:00 a.m. will be processed on the day received; permits received after 11:00 a.m. will be processed on the following day. If you require more than 10 permits, it is necessary for you to fax them no later than 9:00 a.m. for same day service. The receipt approval will be mailed out on the day it is processed, along with Inspection Record and/or Electrical Circuit Cards, as required. To use this service, simply FAX the following information to (619) 236-7687:

1. A completed **General Application** (DS-3032). Make sure all applications are legible and are signed in the applicable spaces.
2. A copy of your current **contractor’s license** information and proof of **workers compensation** insurance (if applicable). This information must accompany your request each time you obtain a permit.
3. A **“Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical”** (Information Bulletin 103).
4. A completed **PermitFax Credit Card Authorization** Form.

“Printed on recycled paper. Visit our web page at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services). This information is available in alternative format for persons with disabilities, upon request.”

### C. In Person

Permits may be obtained in person at:

1. The Development Services Center, 1222 First Ave., San Diego, third floor. Permits are issued at this office 7 a.m. to 4 p.m., Monday-Thursday; 7 a.m. to 2:45 p.m., Friday.

2. The Inspection Services Office, 9601 Ridgehaven Court, Suite 220, (858) 492-5070. Permits are issued at this office between 7 a.m. and 4 p.m. Monday-Friday. This location can accept payment by check or money order only.

3. Community Service Centers, selected days and hours only —**Electrical, Mechanical, and Plumbing/Gas Permits only**— please call to assure availability:

**Clairemont:** 4731 Clairemont Dr., (858) 581-4111.

**Central:** 2500 Commercial St., (619) 446-1000.

**Golden Hill:** 2469 Broadway, (619) 235-5202.

**Market Street:** 4680 Market St., Suite D20, (619) 527-3466.

**Mid-City:** 3795 Fairmount Ave., Suite C, (619) 641-6111.

**Navajo:** 7381 Jackson Drive, (619) 668-2700.

**Otay Mesa/Nestor:** 2985 Coronado Ave., Suite D, (619) 424-0220.

**Peninsula:** 2640 Decatur St., Naval Training Center Bldg. 200, (619) 221-8955.

**Rancho Bernardo:** 17110 Bernardo Center Dr., 2nd Floor, (760) 538-8070.

**San Ysidro:** 663 East San Ysidro Blvd., (619) 424-0230.

To locate your nearest Community Service Center and determine the hours of service, please call (619) 236-5555. Cash is not accepted at Community Service Centers.

## III. FORMS TO COMPLETE

### A. General Application

All building or combination permits require a fully completed General Application (DS-3032). Refer to the back of the permit application for instructions on completing the application. *Important:* there are *no* exceptions to the workers' compensation insurance requirements.

The application must contain a complete description of work. If the space on the application is insufficient, attach an addendum to the application. A separate permit application must be submitted for each separate building.

If electrical, mechanical or plumbing work is being done as part of the repair/replacement, a combination permit will be issued for single family residences or duplexes. For multifamily residence and commercial buildings, separate permits are necessary, but one application is sufficient for all permits when ob-

tained at the same time.

### B. Fee Schedule and Worksheet for Mechanical, Plumbing/Gas Electrical.

In most cases, the no-plan permit will include one or more of these items found on Information Bulletin 103. "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical."

### C. Insurance Certification

If the project involves paid employees, a Certificate of Workers' Compensation Insurance must be provided. A certificate of automobile liability insurance is required for Transportation Permits.

## IV. REPAIR -IN-KIND PERMITS

"Repair-in-kind" refers to construction to repair structural damage caused by fire, flood, insects, collision, and normal wear and tear. Enough of the structural components must remain so that the Field Inspector can verify that the new work matches the existing. If the structure is located in the Coastal Zone, restrictions may apply. Call (619) 446-5000 for additional information.

After the permit has been issued, the Field Inspector may determine that the damage is too extensive to qualify as a "repair-in-kind" permit and may request that plans be submitted for review.

## V. ROOF STRUCTURE ALTERATIONS

No permit is required to replace the existing roof covering if replacing with the same material or with materials installed to the same specifications.

Repair/replacement permits are issued for roof structure alterations, such as the placement of plywood over existing skip sheathing. The description of work should include the grade, thickness of the plywood, and new roof covering material. Also provide the square footage being replaced.

If the new roof covering is heavier than the existing or if the roof configuration is being altered, plans will be required for review.

## VI. STUCCO OR DRYWALL REPAIR/REPLACEMENT

No building permit is required for the application of a new color coat to existing stucco walls.

No building permit is required for minor drywall replacement associated with electrical, mechanical or plumbing work as it will be inspected with those permits.

Otherwise, permits *are* required, but may be obtained without plans. Provide the square footage of stucco or drywall to be permitted in the description of work on the application.

**VII. PERMIT FEES**

The cost of building permits is determined by the nature of the proposed construction. Most construction activities are listed in Information Bulletin 501, "Fee Schedule, Construction Permits - Structures."

**VIII. WHEN THE PERMIT IS ISSUED**

When a building or combination permit is issued, an Inspection Record Card will be provided. If electrical work is included, a Circuit Card will be provided that must be completed by the permittee prior to field inspection.

**X. INSPECTIONS**

Inspections may be requested for the day after the permit is issued by calling (858) 581-7111. For information on required inspections consult Information Bulletin 120, "How to Obtain Project Inspections." Combination, building, and miscellaneous permits are active for 180 days. A scheduled, passed inspection will extend the permit 180 days from the date of inspection. Additional information regarding permit expiration and extension can be found in Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."